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| EDITORIAL STANDARDS FOR TECHNICAL DOCUMENTS | Manual Document Page Issue Date Effective Date | Business Services TFC-BSM-AD-STD-02, REV C-4 1 of 36 February 4, 2009 February 4, 2009 |
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1.0 PURPOSE AND SCOPE

This standard provides editorial and consistency standards to be used during the preparation of new documents and revision of documents in conjunction with [TFC-ENG-DESIGN-C-25](#) or [TFC-BSM-AD-C-03](#). This standard does not apply to procedures, guidance documents, or other administrative documents governed by [TFC-BSM-AD-C-01](#) or technical procedures governed by [TFC-OPS-OPER-C-13](#).

A number of attachments are provided to guide technical document preparation and release:

- Table 1 provides examples of how references are cited in text or in a reference section
- Attachment A describes a recommended document style
- Attachment B provides examples of page headers and footers
- Attachment C provides examples of figure formats
- Attachment D provides examples of table formats
- Attachment E provides definitions of words that are commonly misused
- Attachment F provides examples for citing electronic sources of information
- Attachment G provides guidelines for checking a document prior to release
- Attachment H provides guidelines for the preparation of scientific and technical information (STI) for submittal to the Office of Scientific and Technical Information (OSTI).

2.0 IMPLEMENTATION

This standard is effective on the date shown in the header.

3.0 STANDARD

3.1 General Requirements

3.1.1 Document Numbering

Document numbers are obtained via the ([HDNS](#)). (5.1.1)

3.1.2 Software

Text documents are produced using Microsoft® Word¹ software. Use of alternate software requires pre-approval by the Document Service Center and may need to be converted prior to document release. All documents must be submitted as an electronic file to the release station.

3.1.3 Pagination

Each page in the document must have a unique number. Documents use whole number pagination. Pages are numbered in sequence from beginning to end in whole numbers (e.g., 1, 2, 3, 4). Appendixes may be numbered in sequence with the document (e.g., 1, 2, 3) or in sequence by appendix designation (e.g., A-1, A-2, A-3, etc.). (5.1.1)

¹ Microsoft® Word is a registered trademark of the Microsoft Corporation, Redmond, Washington.

3.2 Technical Document Structure

(5.1.1, 5.1.2)

Engineering document structure is as follows:

- Document Release Form (DRF), Engineering Document Transmittal (EDT), or Engineering Change Notice (ECN)
- Coversheet (required for public release)
- Record of Revision (required except for revision 0)
- Abstract and Key Words (optional, except for technical documents submitted to OSTI)
- Executive Summary (optional)
- Table of Contents (required if document is greater than 10 pages)
- List of appendices (required if document is greater than 10 pages)
- List of Figures (required if document is greater than 10 pages)
- List of Tables (required if document is greater than 10 pages)
- List of Terms, Acronyms, and Abbreviations (if applicable)
- Body of Document
- Appendices.
- Application to Use Copyrighted Material (if applicable)
- Copyright Transfer/Waiver (if applicable).

See Attachment A for a detailed description of each of these items.

4.0 DEFINITIONS

Engineering document. An engineering document is a document released via a Document Service Center and entered into the Hanford Document Control System and Records Management Information System.

Information clearance for public distribution. Review and approval of a document by a qualified Information Release person to ensure public release requirements are met.

Internal issue. Distribution of an approved document by WRPS. The document control and records management remains the responsibility of WRPS.

Internal release. Release stamping and distribution of an approved document by a Document Service Center. The document must meet the minimum document standards (document number and page number on each page, must have a DRF, an EDT, or an ECN, and the document will be provided to the Document Service Center for entry into the Integrated Document Management System (IDMS), the Hanford Document Control System (as designated), and transferred to the Records Holding Area for retention.

Public release. Release stamping and distribution of an approved and cleared document by a Document Service Center. The document must meet public document release requirements (document number and page number on each page, public release coversheet, and must have a DRF, EDT, or ECN, and the document will be provided to the Document Service Center for entry into the IDMS system, the Hanford Document Control System (as designated) and transferred to the Records Holding Area for retention.

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5.0 SOURCES

5.1 Requirements

1. TFC-BSM-IRM_DC-C-02, "Records Management."
2. TFC-BSM-IRM_DC-C-03, "Information Clearance."
3. DOE G 241.1-1, "Guide to the Management of Scientific and Technical Information."

5.2 References

1. DOE/RL-94-70, "Hanford Metric Implementation Plan."
2. HNF-PRO-604, "Hanford Document Numbering System."
3. HNF-PRO-9685, "Control of Speech Articles and Exhibits."
4. Li, Xia, and Nancy Crane, Electronic Styles, Information Today, Inc., Medford, New Jersey, 1996.
5. Sabin, William A., "The Gregg Reference Manual," 9th edition, Glencoe/McGraw-Hill, Woodland Hills, California, 2001.
6. TFC-BSM-AD-C-01, "Administrative Document Development and Maintenance."
7. TFC-BSM-AD-C-03, "Correspondence Control."
8. [TFC-BSM-IRM_DC-C-01](#), "Document Control."
9. TFC-BSM-IRM_DC-C-02, "Records Management."
10. TFC-BSM-IRM_DC-C-03, "Information Clearance."
11. TFC-BSM-IRM_SE-C-05, "Marking Sensitive Unclassified Information"
12. TFC-BSM-IRM-AD-C-05, "Photography and Video Services."
13. TFC-ENG-DESIGN-C-06, "Engineering Change Control."
14. TFC-ENG-DESIGN-C-25, "Technical Document Control."
15. TFC-ENG-STD-06, "Design Loads for Tank Farm Facilities."
16. TFC-OPS-OPER-C-13, "Technical Procedure Control and Use."
17. Walker, J. R., and Todd Taylor, The Columbia Guide to Online Style, Columbia University Press, New York, 1998.

Table 1. Reference Citations.

| Type of Entry | Example of Style |
|--|--|
| Public Documents | |
| <i>Code of Federal Regulations</i> (CFR) | 10 CFR 60, "Disposal of High-Level Radioactive Wastes in Geologic Repositories," <i>Code of Federal Regulations</i> , as amended. First callout: Title 10, <i>Code of Federal Regulations</i> , Part 60, "Disposal of High-Level Radioactive Wastes in Geologic Repositories" (10 CFR 60) Subsequent callouts: 10 CFR 60 |
| <i>Washington Administrative Code</i> (WAC) | WAC 173-303, "Dangerous Waste Regulations," <i>Washington Administrative Code</i> , as amended. First callout: <i>Washington Administrative Code</i> (WAC) 173-303, "Dangerous Waste Regulations" Subsequent callouts: WAC 173-303 |
| Public Law | <i>National Environmental Policy Act of 1969</i> , 42 USC 4321, et seq. Callout: <i>National Environmental Policy Act of 1969</i> Variation: May be defined as an acronym (NEPA) at first callout and cited as NEPA in all subsequent callouts. |
| <i>Federal Register</i> | 52 FR 47662, 1990, "Compliance with the National Environmental Policy Act (NEPA); Amendments to the DOE NEPA Guidelines," <i>Federal Register</i> , Vol. 52, pp. 47662-47667 (December 15). First callout: 52 FR 47662, "Compliance with the National Environmental Policy Act (NEPA); Amendments to the DOE NEPA Guidelines" Subsequent callouts: 52 FR 47662 |
| U.S. Department of Energy Orders, Directives | DOE 1430.2A, 19XX, <i>Scientific and Technical Information Program</i> , U.S. Department of Energy, Washington, D.C. First callout: DOE 1430.2A, <i>Scientific and Technical Information Program</i> Subsequent callouts: DOE 1430.2A |
| U.S. Department of Energy Richland Operations Office (RL) Orders, Implementing Procedures | DOE/RL-90-38, 1991, <i>Hanford Site Solid Waste Landfill Permit Application</i> , Rev. 0, U.S. Department of Energy, Richland Operations Office, Richland, Washington. First callout: DOE/RL-90-38, <i>Hanford Site Solid Waste Landfill Permit Application</i> Subsequent callouts: DOE/RL-90-38 |
| U.S. Department of Energy Office of River Protection (ORP) Orders, Implementing Procedures | ORP M 420.1-1, 2002, <i>ORP Fire Protection Program</i> , U.S. Department of Energy, Office of River Protection, Richland, Washington. First callout: ORP M 420.1-1, <i>ORP Fire Protection Program</i> Subsequent callouts: ORP M 420.1-1 |

Table 1. Reference Citations. (cont.)

| Type of Entry | Example of Style |
|---|--|
| Unpublished Documents | |
| Tri-Party Agreement | Ecology, EPA, and DOE, 1989, <i>Hanford Federal Facility Agreement and Consent Order – Tri-Party Agreement</i> , 2 vols., as amended, State of Washington Department of Ecology, U.S. Environmental Protection Agency, and U.S. Department of Energy, Olympia, Washington. First callout: <i>Hanford Federal Facility Agreement and Consent Order</i> (Ecology et al. 1989) Subsequent callouts: Ecology et al. 1989 |
| Correspondence: letter (internal or external), and memorandum | 65432-81-139, 1981, “241-SX Sludge Cooler Air Flow Rates,” (internal letter from G. D. Campbell to J. L. Wise, September 4), Rockwell Hanford Operations, Richland, Washington. First callout: Internal letter 65432-81-139, “241-SX Sludge Cooler Air Flow Rates” (65432-81-139 - Letter) or 65432-81-139 - Letter Subsequent callouts: 65432-81-139 - Letter |
| E-mail | Dodge, A. G., 2004-06-20, “RE: TFC-BSM-AD-STD-02, Editorial Standards for Engineering Documents, for Procedure Review,” (e-mail to E. R. Hamm), CH2M HILL Hanford Group, Inc., Richland, Washington. First callout: e-mail from A. G. Dodge to E. R. Hamm, “Editorial Standards for Engineering Documents, for Procedure Review,” (Dodge, A.G., 2004-06-20). Subsequent callouts: Dodge, A.G., 2004-06-20 |
| Internet site | See Attachment F |
| Published Materials | |
| Book | Thornbury, W. D., 1965, <i>Regional Geomorphology of the United States</i> , John Wiley and Sons, Inc., New York, New York. First callout: <i>Regional Geomorphology of the United States</i> (Thornbury 1965) or Thornbury 1965 Subsequent callouts: Thornbury 1965 |
| Industry or Agency Standard | ANSI N320, 19XX, <i>Performance Specifications for Reactor Emergency Radiological Monitoring Instrumentation</i> , American National Standards Institute, New York, New York. First callout: ANSI N320, <i>Performance Specifications for Reactor Emergency Radiological Monitoring Instrumentation</i> Subsequent callouts: ANSI N320 |

Table 1. Reference Citations. (cont.)

| Type of Entry | Example of Style |
|---|--|
| Individual paper <u>published</u> in conference proceeding | <p>Preecs, B. L., 1991, "Beyond the Media: A New Strategy for Distributing Scientific and Technical Information," in <i>Making Information Work Conference Proceedings</i>, Washington, D.C.</p> <p>First callout: "Beyond the Media: A New Strategy for Distributing Scientific and Technical Information" (Preecs 1991)</p> <p>Subsequent callouts: Preecs 1991</p> |
| Individual paper published in journal | <p>Anderson, J. and A. Shapiro, 1983, "Stochastic Analysis of One-Dimensional Steady State Unsaturated Flow: A Comparison of Monte Carlo and Perturbation Methods," <i>Water Resources Research</i>, Vol. 19, pp. 121-133.</p> <p>First callout: "Stochastic Analysis of One-Dimensional Steady State Unsaturated Flow: A Comparison of Monte Carlo and Perturbation Methods" (Anderson and Shapiro 1983)</p> <p>Subsequent callouts: Anderson and Shapiro 1983</p> |
| Company-Regulated Documents | |
| Engineering Documents | <p>Revision numbers must be included after the title.</p> <p>RPP-5926, 2002, <i>Steady State Flammable Gas Release Rate Calculation and Lower Flammability Level Evaluation for Hanford Tank Waste</i>, Rev. 2, CH2M HILL Hanford Group, Inc., Richland, Washington.</p> <p>First callout: RPP-5926, <i>Steady State Flammable Gas Release Rate Calculation and Lower Flammability Level Evaluation for Hanford Tank Waste</i> or RPP-5926</p> <p>Subsequent callouts: RPP-5926</p> |
| Individual paper not published in a proceeding or journal but assigned a company-designated identification number | <p>WHC-SA-1520-FP, 1992, <i>Separation of Actinides Ions from Radioactive Waste Solutions Using Extraction Chromatography</i>, Westinghouse Hanford Company, Richland, Washington.</p> <p>First callout: WHC-SA-1520-FP, <i>Separation of Actinides Ions from Radioactive Waste Solutions Using Extraction Chromatography</i></p> <p>Subsequent callouts: WHC-SA-1520-FP</p> <p>or</p> <p>Per direction from the vice president or director, use the same reference style as for a book or journal article for scientific and regulatory documents.</p> |
| CH2M HILL Hanford Group, Inc., procedure | <p>TFC-ENG-STD-06, Rev. B, "Design Loads for Tank Farm Facilities," CH2M HILL Hanford Group, Inc., Richland, Washington.</p> <p>First callout: TFC-ENG-STD-06, "Design Loads for Tank Farm Facilities"</p> <p>Subsequent callouts: TFC-ENG-STD-06</p> |

Table 1. Reference Citations. (cont.)

| Type of Entry | Example of Style |
|---------------|---|
| Drawing | <p>H-2-38396, 1986, <i>Unconfined Aquifer and Rattlesnake Ridge Aquifer, Water-Level Measurements Data Maps, December 1985</i>, Rev. 20, Rockwell Hanford Operations, Richland, Washington.</p> <p>First callout: H-2-38396, <i>Unconfined Aquifer and Rattlesnake Ridge Aquifer, Water-Level Measurements Data Maps, December 1985</i></p> <p>Subsequent callouts: H-2-38396</p> |
| Map | <p>USGS, 1970, "Tectonic Structure of the Main Part of the Basalt of the Columbia River Group, Washington, Oregon, and Idaho," <i>Miscellaneous Geologic Investigations</i>, Map I-587, U.S. Geological Survey, Washington, D.C.</p> <p>First callout: USGS, "Tectonic Structure of the Main Part of the Basalt of the Columbia River Group, Washington, Oregon, and Idaho" (USGS 1970)</p> <p>Subsequent callouts: USGS 1970</p> |

ATTACHMENT A - RECOMMENDED DOCUMENT STYLE

This attachment provides recommended guidance for ensuring consistent, reproducible documents. It is the preferred style for WRPS-generated documents procured for WRPS by subcontractors.

Alternate styles can be accepted if they meet the general requirements established in the main body of this standard and are reproducible.

A template for the development of engineering documents is available through Microsoft Word under the Templates/On My Computer/WRPS Tab.

When a federal agency provides a style guide, federal agency products shall be prepared in accordance with that guide.

1.0 GENERAL REQUIREMENTS

1.1 Font

Engineering documents are produced in Times New Roman, 12-point font.

1.2 Margins

- Top: 0.5 in. from page top to header (center document and revision number on each page) and 0.5 in. between header and text (total 1 in. for top margin).
- Bottom: 0.5 in. from bottom of text to footer (center page number) and 0.5 in. margin from footer to page bottom (total 1 in. for bottom margin).
- Left and Right: 1 in.

1.3 Headers and Footers

1. Portrait Pages

Headers are centered 0.5 in. from the top of the page, are one line deep and contain the document number, the revision number (i.e., Rev. 1), and a draft designation if applicable.

Draft documents are identified with letter revision (e.g., Rev. A) and final documents are identified with number revision beginning with zero (e.g., Rev. 0). Minor revision to documents may be identified with the revision number followed with a letter in upper case (e.g., Rev. 1-A)

Footers are centered 0.5 from the bottom of the page. Page numbers are contained in the footer.

ATTACHMENT A – RECOMMENDED DOCUMENT STYLE (cont.)**2. Landscaped Pages**

NOTE: Avoid using landscaped pages, if possible.

Headers and footers on landscaped pages may be placed on the long sides of the page as placed by Microsoft Word, or may be placed on the short ends of the page, in accordance with the instructions in Attachment B to ensure proper spacing and margins.

Headers and footers placed on the long sides of a landscaped page will need to be adjusted to fit the page appropriately.

1.4 List of Bulleted Items

Bullets are used in listings to separate entries where the order can be random and are indented one tab (0.5 inches). If the bulleted items are complete sentences ending with a period, then the introductory sentence ends with a period. If bulleted items do not end with a period, then the introductory sentence ends with a colon.

A hard return is placed between each bulleted item if any of the bulleted items contain two or more lines of text, unless the only bulleted item containing two or more lines of text is the last item in the list.

1.5 List of Numbered Items

Numbers are used in listings to separate entries where the order is critical and are indented one tab (0.5 inches). If the numbered items are complete sentences ending with a period, then the introductory sentence ends with a period. If numbered items do not end with a period, then the introductory sentence ends with a colon.

A hard return is placed between each numbered item if any of the numbered items contain two or more lines of text, unless the only numbered item containing two or more lines of text is the last item in the list.

1.6 Document Release Form, Engineering Document Transmittal, or Engineering Change Notice

Non-design impacting documents are initially released, changed, or canceled using a DRF. Design impacting documents are initially released using the EDT. Revisions or cancellations to design impacting documents are released using the ECN process. See [TFC-ENG-DESIGN-C-25](#) for the DRF and EDT requirements and [TFC-ENG-DESIGN-C-06](#) for ECN requirements. Completed documents are submitted to the [Document Service Center](#) for release.

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ATTACHMENT A – RECOMMENDED DOCUMENT STYLE (cont.)

1.7 Coversheet

Coversheets are required for all documents and are prepared using the Document Coversheet Wizard available through the [Hanford Document Numbering System](#) web site.

1.8 Record of Revision

The initial issue of a document does not require a record of revision. A record of revision is required for any revisions and provides a brief summary of all revisions that have been made to a document.

1.9 Abstract and Key Words

The abstract is a short summary description of the document. Key words are significant words from the title or document that are used as an index of the document content.

The abstract and key words are optional, except for technical documents that are planned to be submitted to the Office of Scientific Technical Information.

1.10 Executive Summary

Executive summaries are normally required for documents greater than ten pages except those documents primarily containing tables or figures. However, if an executive summary is included, it should be concisely written to summarize the document in the fewest possible words. Avoid using acronyms and abbreviations. Do not list the executive summary in the contents page. Executive summaries are single-spaced and should include the intended purpose and provide a brief background, discuss the key technical points, and provide the conclusions and summarize the basis for the conclusions.

1.11 Table of Contents

The Table of Contents is used for documents that are ten or more pages in length. The table of contents is electronically generated using the ***Reference/Index and Tables*** command.

A table of contents includes all section titles through the third order. Appendix and attachment titles appear after section titles and before figures (List of Figures) and tables (List of Tables). Within the table of contents, the individual appendixes are titled as follows:

APPENDIX A - TITLE OF APPENDIX
APPENDIX B - TITLE OF APPENDIX

1.12 List of Figures

If a document contains two or more figures, a List of Figures is required. The List of Figures is electronically generated using the ***Reference/Index and Tables*** command.

ATTACHMENT A – RECOMMENDED DOCUMENT STYLE (cont.)

1.13 List of Tables

If a document contains two or more tables, a List of Tables is required. The List of Tables is electronically generated using the *Reference/Index and Tables* command.

1.14 List of Terms

The use of abbreviations and acronyms in documents should be minimized, as they detract from readability of the document. If used, they must be defined upon first use. A List of Terms includes defined terms, acronyms, abbreviations, and units which follows the List of Tables. Acronyms should be kept to an absolute minimum. The [Hanford Abbreviation and Acronym Directory](#), available on the Hanford Internet page, can be used as a possible source. However, users should be aware that there are not independent checks on this web site and it is known to contain errors. The software limits all acronyms to capital letters, even if the acronym should be lower case (example: mrem) and many of the terms are obsolete. It does provide a start as most of the terms have been taken from previously published letters or documents.

The List of Terms is separated into separate sections: terms, acronyms and abbreviations, and units with one hard return in between each section. Each subsection is labeled appropriately, is in title case, and bolded. Terms are listed in alphabetical order, each term is underlined, followed by a period, two spaces, and the definition. Abbreviations and acronyms and units are listed in alphabetical order, followed by a 0.5 tab, and the definition. See Figure A-1.

Figure A-1. Example of a List of Terms.

LIST OF TERMS**Terms**

Abnormal situation. Unplanned event or condition that adversely affects, potentially affects, or indicates degradation in the safety, security, environmental, or health protection performance or operation of a facility. (HNF-5183)

Project assignment allowance. An allowance expressed as a percent additive to base pay which may be provided to employees who relocate to a project location for a specified duration. The project assignment allowance compensates employees for a combination of factors which may include such things as an inducement to relocate, estimated cost of living differentials, remote locations, or extreme project conditions, such as weather.

Abbreviations and Acronyms

ECN Engineering Change Notice

WST Waste Storage Tank

Units

ft foot

in. inch

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ATTACHMENT A – RECOMMENDED DOCUMENT STYLE (cont.)

2.0 Body of Document

2.1 Document Headings

1. Document headings are numbered as shown below. See Figure A-2 for the correct format and style for each heading.
 - First order headings (1.0 Heading 1): Section titles as 1.0, 2.0, etc.
 - Second order headings (1.1 Heading 2): Section titles 1.1, 1.2, etc.
 - Third order headings (1.1.1 Heading 3): Section titles 1.1.1, 1.1.2, etc.
 - Fourth order headings (1.1.1.1 Heading 4): Section titles 1.1.1.1., 1.1.1.2., etc.
 - Fifth order headings (1.1.1.1.1 Heading 5): Section titles 1.1.1.1.1., 1.1.1.1.2., etc.
2. Appendixes follow the same document headings format as body of document, except preceded by letter of the appendix, e.g., A1.0, etc.

2.2 Abbreviations and Acronyms

The number of different abbreviations and acronyms used in a document should be kept to a minimum. Words or terms should not be converted to an abbreviation or acronym unless they are used frequently, typically five times or more. The list of commonly used Hanford Site abbreviations and acronyms is available from the [Hanford Abbreviation and Acronym Directory](#).

Spell out an abbreviation or acronym in full the first time it is used and follow it immediately by the abbreviation or acronym in parentheses. The plural of an abbreviation or acronym is formed by adding a lowercase “s” (no apostrophe) to the end of the term. Abbreviations for units of measure such as ft, gal, and in. need not be spelled out. Include all the acronyms and abbreviations used in the document in the List of Terms.

2.3 Figures

Figures include materials reproduced from artwork (e.g., graphs, charts, diagrams, illustrations, photographs, maps). Tables are not considered figures because they are reproduced in type. Figures should follow their callouts in the text as closely as possible.

If a figure extends over two or more pages, the figure identification number and caption should be repeated on each page with the words “X of Y sheets” appearing in parentheses after the period following the caption. Attachment C provides examples of figure formatting.

ATTACHMENT A – RECOMMENDED DOCUMENT STYLE (cont.)

Figure A-2. Engineering Document Format.

1.0 FIRST-ORDER HEADING

Type the first-order heading in capital letters, boldfaced, and centered on the page or left justified. If centered, a heading of two lines or more is typed in an inverted pyramid and single spaced. If left justified, a hanging indent of 0.5 in. is used when two or more lines are used and single spaced. A first-order heading is preceded by four single-spaced returns and followed by a single-spaced return. The style associated with the first order heading in the template is **1.0 HEADING 1**.

1.1 SECOND-ORDER HEADING WITH AN EXAMPLE SHOWING THE PLACEMENT OF A SECOND LINE

A second-order heading is typed in capital letters or in title case, bold faced, and flush left on the page with no end period and no underscore. Two or more lines may be used, if needed, with a hanging indent of 0.5 in. and single-spaced. All succeeding lines should be shorter than the first. The second-order heading is preceded by three single-spaced returns and is followed by a single-spaced return. The style associated with the second order heading in the template is **1.1 HEADING 2**.

1.1.1 Third-Order Heading

A third-order heading is typed flush left in initial capital letters, bold faced, and flush left on the page. Rules for two or more lines are the same as for the second-order heading. The third-order heading is preceded by three single-spaced returns and followed by a single-spaced return. The style associated with the third order heading in the template is **1.1.1 Heading 3**.

1.1.1.1. Fourth-Order Heading. A fourth-order heading is typed in initial capital letters, bold faced, and flush left on the page. The fourth-order heading is preceded by two single-spaced returns. The fourth order heading number is followed by a period, two spaces, heading title , a period, and text. The style associated with the fourth order heading in the template is **1.1.1.1. Heading 4**.

1.1.1.1.1. Fifth-Order Heading. A fifth-order heading is typed in initial capital letters and bold faced and flush left on the page. The fifth-order heading is preceded by two single-spaced returns. The fifth order heading number is followed by a period, two spaces, heading title , a period, and text. The style associated with the fifth order heading in the template is **1.1.1.1.1. Heading 5**.

Sixth-Order Heading. A sixth-order heading is typed in initial capital letters; the heading is not bolded, and no numbering system is used. The heading may be underlined, if desired. The sixth-order heading is preceded by two single-spaced returns. The sixth order heading is followed by a period, two spaces, and text.

ATTACHMENT A – RECOMMENDED DOCUMENT STYLE (cont.)

1. Figure Numbering.

Figures are identified by a figure number. Figures are numbered in sequence from beginning to end in whole numbers (e.g., Figure 1, Figure 2, Figure 3). For documents with a number of long sections, figures are numbered consecutively by document section number as indicated on the first order heading (e.g., Figures 1-1, 2-1, 3-1). Figures follow the callout as closely as possible.

2. Figure Captions.

Every figure should have a caption. Captions are generated using the *Reference/Caption* command from the *Insert* menu to ensure correct listing in the List of Figures. Figure captions are centered above the figure in inverted pyramid style with initial capital letters followed by a single-spaced return. Articles, prepositions, and conjunctions of fewer than five letters remain lowercase. The figure designator is followed by a period and two spaces before the caption.

3. Figure Placement.

Figures are placed in line with text and centered on the page.

4. Foldout Pages.

Use of foldout pages should be kept to a minimum.

A foldout page (11 x 17 in.) may be used when a figure contains too much information to appear on a standard size page.

The foldout page needs to be “z-folded” so that its finished size is that of a standard size page. The document number, caption, and page number are centered in the right fourth of the page so that they face on the folded page. The header is typed ½ in. from the top of the page. The caption is typed in an inverted pyramid above the highest element of the figure. The footer is typed ½ in. from the bottom of the page.

2.4 Tables

In engineering documents, tables are framed with single lines. Header rows are preferably in boldface and are shaded at 10% or less; or they may be in bold face and non-shaded as long as consistency is applied throughout the document. Tables follow their callout in the text as closely as possible. Table captions are in 12-point font; table content including column headings are in 10-point font; and table footnotes and abbreviations and acronyms are in 9-point font.

If a document contains two or more tables similar in layout, the same type size and spacing is to be used. All headings are centered horizontally and vertically over the text in the column they identify.

ATTACHMENT A – RECOMMENDED DOCUMENT STYLE (cont.)

1. Guidelines for Preparing Tables.

- If a column contains text, the text is flush left.
- In columns containing decimals, the entries are aligned on the decimal points.
- Columns should not be left blank. If there is no entry in the column, use an em dash (—) to indicate the entry is blank.
- Keep column headings as short as possible. Use title case for column headings.

2. Table Numbering.

Tables should be identified by a table number. Tables are numbered in sequence from beginning to end in whole numbers (e.g., Table 1, Table 2, Table 3). For documents with a number of long sections, tables are numbered consecutively by document section number as indicated on the first order heading (e.g., Tables 1-1, 2-1, 3-1).

3. Table Captions.

Every table should have a caption. Captions are generated using the ***Reference/Caption*** command from the ***Insert*** menu to ensure correct listing in the List of Tables. Table captions are typed centered at the top of the table in inverted pyramid style with initial capital letters followed by a single-spaced return. The table designator is followed by a period and two spaces to begin the caption. Attachment D shows examples of table format.

Tables that extend over two or more pages may be identified in one of two ways. Method two is the preferred method because it is better for the reader.

- a. The table identification number and caption are repeated on each page with the words “X sheets” (total number of pages of the table) in parentheses following the table caption on the first page. Insert a row above the header row (top, left, and right lines hidden) and place the table identification number, table caption, and the words “(X sheets)” in this row. This row is part of the heading rows and will repeat on each page of the table.
- b. The table identification number and caption are repeated on each page with the words “X of Y sheets,” (number of pages of the table) in parentheses following the table caption on the first page. On each succeeding page insert a row above the header row (top, left, and right lines hidden) and place the table identification number, table caption, and the words “(X of Y sheets)” in this row.

ATTACHMENT A – RECOMMENDED DOCUMENT STYLE (cont.)**4. Table Layout.**

Tables are used to display information in a concise, informative manner. Tables should be kept as simple as possible, with information displayed in a manner that best allows the reader to understand the intent of the table.

Tables are visual aids and should be proportioned to fit the page properly. To aid readability and page layout, tables should be in vertical (portrait) format. Type size and spacing should be adjusted to ensure that the table fits the page properly. Avoid horizontal (landscape) tables and foldouts whenever possible.

5. Footnotes in Tables.

Footnotes in tables are provided in 9-point font and are ordered consecutively using superscripted (raised) lowercase letters in alphabetical order or numbers. If there is only one footnote, an asterisk is used instead of lowercase letters/numbers (do not superscript as an asterisk (*) is already in superscript). Footnotes appear on the last page of the table only. Trademarked terms and any references cited in the table text should be footnoted. Microsoft Word tables that extend over one page, create a bottom row for the footnotes with the left, right, and bottom lines hidden.

Additional information regarding the caption should be provided in a general note rather than in a footnote. If a general note appears, it precedes the footnotes.

6. Abbreviations and Acronyms in Tables.

Abbreviations and acronyms used for the first time in a document in a table are provided in 9-point font and are defined at the end of the table before the footnotes and in the List of Terms. The longest defined term should be indented one tab and the equal (=) signs of the table terms should be aligned. All definitions end with a period.

2.5 Equations

- All equations are input using Microsoft Equation 3.0 or later version, or other Microsoft Word compatible software.
- Equations are in 12-point or 10-point font depending on size of the equation. Use discretion and consistency.
- Equations are in italics except when readability is a concern. Be consistent throughout the document.

ATTACHMENT A – RECOMMENDED DOCUMENT STYLE (cont.)

- Identify each equation with a number corresponding to the chapter and the number of the equation. Equation numbers should appear by the equation in parentheses flush right:

$$\{\text{equation}\} \quad (1-1)$$

- When referring to a specific equation, “Equation” is capitalized, e.g., Equation 1-2.

If possible, place equations on one line. If the equation must be divided, break it before an operational sign (e.g., +, -, =). Leave one space before and after an operational sign joining two or more terms (e.g., a = b) but no space between an operational sign and a single quantity (e.g., <4). Identify all terms used in the equation immediately below the callout. The following is an example of the equation format:

$$R_g = U_g \cdot f \cdot V \quad (2-1)$$

Where:

| | | |
|-------|---|----------------------------------|
| R_g | = | gas release rate |
| U_g | = | gas release rate per unit volume |
| F | = | waste-filled fraction |
| V | = | total waste volume. |

2.6 References

All documents cited in the text, figures, and tables should be included in the reference list. All entries included in the reference list should be specifically cited in the text, figures, and tables. Only released documents or those documents that are otherwise publicly available may be cited; draft documents may not be cited. The first time a document is referenced in the text, the citation should include the document number (if applicable) and the complete title. Complete references for any documents cited in tables and figures should be included as footnotes to those tables and figures. Some reference citations (e.g., Code of Federal Regulations) may be to only a section of a larger document. If the only reference to that document is the smaller section, then the reference list entry should be specific for that section (i.e., include section number and title with the document reference information). If, however, several document sections are cited in a document or if the document as a whole is cited in addition to the section citation, then only the reference line for the document is necessary.

References are formatted with hanging indents of 0.5 inches. There is one blank line between each reference entry. [Table 1](#) contains the format standard for most reference types. Authors are responsible for providing correct and complete references.

| | | |
|--------------------------------|-----------------------|-----------------------------------|
| BUSINESS SERVICES | Document | TFC-BSM-AD-STD-02, REV C-4 |
| EDITORIAL STANDARDS FOR | Page | 19 of 36 |
| TECHNICAL DOCUMENTS | Effective Date | February 4, 2009 |

ATTACHMENT A – RECOMMENDED DOCUMENT STYLE (cont.)

2.7 Exponential Notation

When using exponential notation in text, the form is 2×10^{-2} . In a table, the form is 2E-2.

2.8 Chemical Nomenclature

For radionuclides, the preferred designation is ^{241}Am . Am-241 may also be used, but usage should be consistent throughout the document.

2.9 Word Usage

“The Gregg Reference Manual” provides guidance on the use of numbers, capital letters, hyphens, plurals, prefixes, and punctuation marks. Attachment E contains word and phrase conventions and guidance on frequently misused words.

2.10 Trademarks

Trademark rights can be jeopardized if the trademark is not identified within the document. Call out the product name, owner name, and owner city/state in the text or as a footnote. Trademarks only need to be called out the first time they are used in the document.

2.11 Numbers

Spell out numbers one through ten in text unless they are used with a unit of measure (e.g., there were five people in the class. The room was 5 ft wide). Numbers eleven and over are written as numerals. Numbers 1,000 or more must have commas, as appropriate.

Numbers counted in lists with at least one number being eleven or above, all are expressed in numerals (e.g., the salad included 1 pear, 14 apples, and 3 bananas).

2.12 Appendix

Each appendix has a cover page that contains the appendix number and a title centered, bold, all caps, and with two hard returns in between. Example:

APPENDIX A
¶
¶
APPENDIX TITLE


ATTACHMENT B - LANDSCAPE PAGE HEADER AND FOOTER SETUP

NOTE: Perform all steps for the header first then repeat for the footer as appropriate. Switching between the header and footer is done by clicking on the ***Switch Between Header and Footer*** icon.

1. Ensure section breaks have been appropriately placed on either side of the landscaped page.
2. Place cursor on the landscaped page.
3. Go to the ***View*** menu and select ***Headers and Footers***. The cursor should now be in the header section and the Header and Footer tool bar should be displayed.
4. Click on the ***Link to Previous*** icon. This allows the header and footer to be different from the previous section (creating the header/footer for the landscaped page).
5. Copy the header text.
6. Go to the ***Header and Footer tool bar*** and select the ***Show Next*** icon to jump to the next section's header. This section should be the next portrait page.
7. Click on the ***Link to Previous*** icon. This allows the header and footer to be different from the previous section (creating the header/footer for the portrait pages following the landscaped page).
8. Paste the header text into the header section.
9. Return to the previous section (landscaped page) by clicking on the ***Show Previous*** icon on the ***Header and Footer*** tool bar, switch to the footer, and copy the footer text.
10. Go to the ***Header and Footer*** tool bar and select the ***Show Next*** icon to jump to the next section's footer. This section should be the next portrait page.
11. Paste the footer text into the footer section.
12. Return to the previous section (landscaped page) by clicking on the ***Show Previous*** icon on the ***Header and Footer*** tool bar and switch back to the header.
13. Go to the ***Insert*** Menu, select ***Text Box***, and draw a text box with the cross hair cursor.

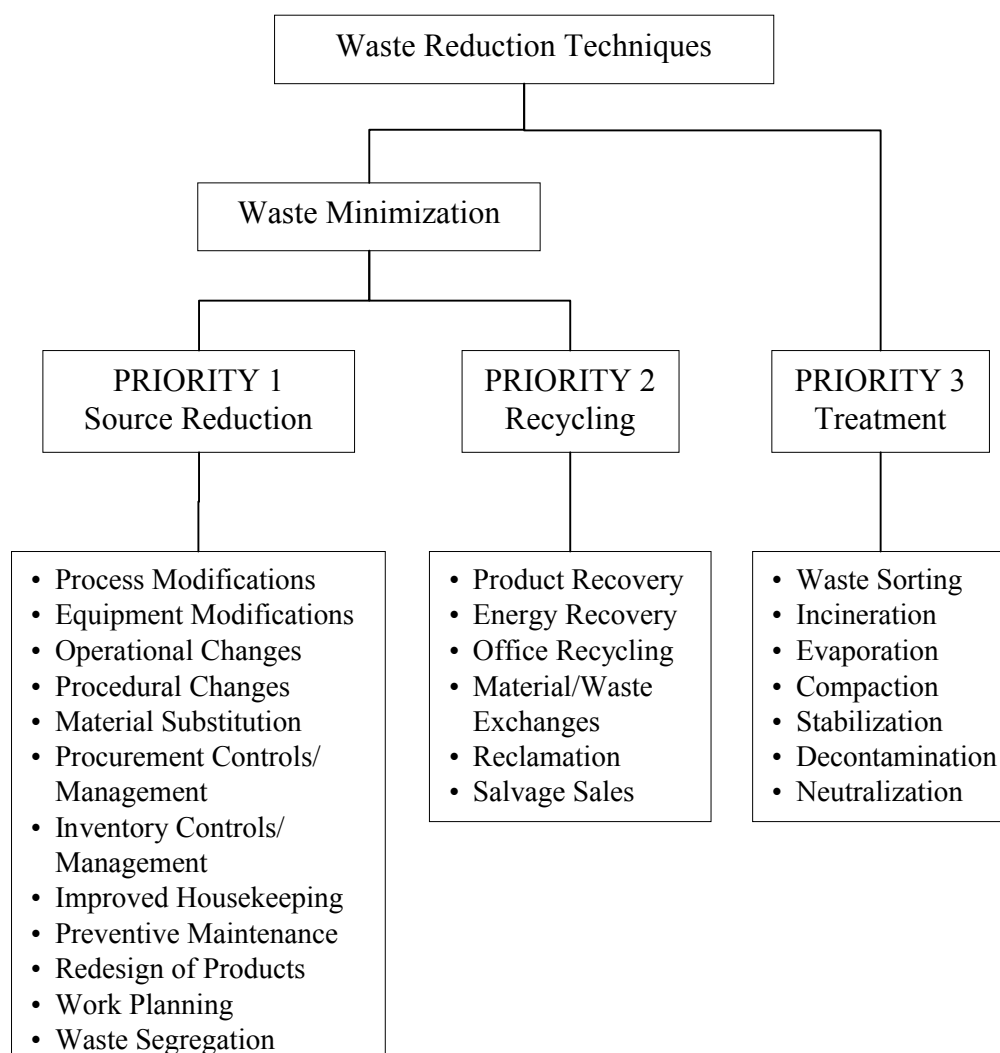
NOTE: A Drawing Canvas may show up; delete the Drawing Canvas by dragging the Text Box off the Drawing Canvas, selecting the Drawing Canvas, and deleting it.

ATTACHMENT B – LANDSCAPE PAGE HEADER AND FOOTER SETUP (cont.)

14. Select the text box, right click it, and select ***Format Text Box*** to open the Format Text Box window.
 - a. Select the ***Colors and Line*** tab.
 - 1) In the ***Fill*** section, click on the down arrow for color and change the color to ***No Fill***
 - 2) In the ***Line*** section, click on the down arrow for color and change the color to ***No Line***
 - b. Select the ***Size*** tab.
 - 1) Set Height to 2.5 inches.
 - 2) Set Width to 0.4 inches.
 - c. Select the ***Layout*** tab.
 - 1) In the ***Wrapping Style*** section, select ***Square***
 - 2) Click on the ***Advanced*** button to open the Advanced Layout window
 - 3) In the ***Horizontal*** section, select ***Absolute Position***, type in 10.4 for headers or 0.3 for footers and select ***Page*** (should read as, “Absolute position 10.4 (or 0.3) to the right of the page.”)
 - 4) In the ***Vertical*** section, ***Absolute Position***, type in 2 for both the header and footer and select ***Margin*** (should read as, “Absolute position 2.0 to below the margin.”)
 - 5) Click ***OK*** to close the Advanced Layout window.
 - d. Click ***OK*** to close the Format Text Box window. Go to the ***View*** menu, select the ***Toolbars*** drop down menu, and select ***Tables and Borders***.
 - e. Click on the ***Change Text Direction*** icon. 
 - f. Close the ***Tables and Borders*** toolbar.
 - g. Select ***Center Alignment*** for the text either using the icon on the ***Formatting*** toolbar or by going to the ***Format*** menu, select ***Paragraph***, and in the ***Alignment*** section dropdown menu select ***Centered***.
 - h. Cut the header/footer text and paste it into text box.
 - i. Select ***Close*** on the ***Header and Footer*** toolbar.

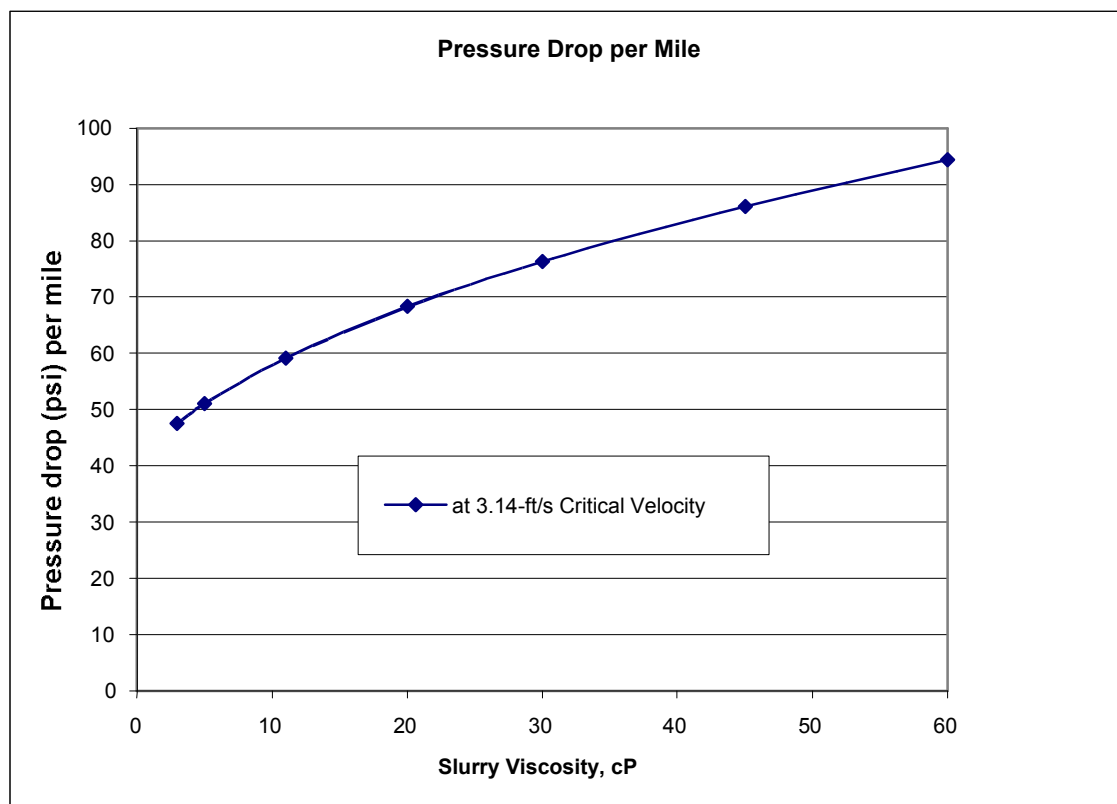
ATTACHMENT C – EXAMPLES OF FIGURE FORMAT

Figure C-1. Basic Waste Reduction Hierarchy.



ATTACHMENT C – EXAMPLES OF FIGURE FORMAT (cont.)

Figure C-2. Predicted Pressure Drop Variation with Slurry Viscosity.



ATTACHMENT D – EXAMPLES OF TABLE FORMAT**Table D-1. Best-Basis Inventory of Selected Analytes in Selected Tanks.**

| Analyte | Analyte | AN-103 | AN-104 | AN-105 | AW-101 |
|----------------|----------------|---------------|---------------|---------------|---------------|
| Potassium | K | 48,600 | 24,300 | 25,400 | 157,000 |
| Sodium | Na | 1,100,000 | 1,070,000 | 1,100,000 | 1,060,000 |
| Nickel | Ni | 53.6 | 180 | 132 | 130 |
| Silicon | Si | 2,170 | 2,180 | 987 | 1,450 |
| Total Uranium | U | 141 | 461 | 259 | 3,550 |
| Zirconium | Zr | 27.1 | 60.7 | 40.5 | 261 |

Note: Results are in kilograms.

Table D-2. Best-Basis Inventory of Selected Analytes in Selected Tanks.

| Analyte | Analyte | AN-103 | AN-104 | AN-105 | AW-101 |
|----------------|----------------|---------------|---------------|---------------|---------------|
| Potassium | K | 4.86E4 | 2.43E4 | 2.54E4 | 1.57E5 |
| Sodium | Na | 1.1E6 | 1.07E6 | 1.1E6 | 1.06E6 |
| Nickel | Ni | 5.36E1 | 1.8E2 | 1.32E2 | 1.3E2 |
| Silicon | Si | 2.17E3 | 2.18E3 | 9.87E2 | 1.45E3 |
| Total Uranium | U | 1.41E2 | 4.61E2 | 2.59E2 | 3.55E3 |
| Zirconium | Zr | 2.71E1 | 6.07E1 | 4.05E1 | 2.61E2 |

Note: Results are in kilograms.

ATTACHMENT E – COMMONLY USED WORDS AND WORD USAGE**1.0 COMMONLY USED WORDS**

The following list provides commonly used words.

| | |
|---|---|
| abovegrade | FY 2003 – fiscal year is not capitalized if used without the year following. Do not use FY2005 or FY05 or FY-05 |
| aboveground | |
| airflow | flow rate |
| air lift circulator | follow-up (noun and adjective) |
| Aging Waste Facility (AWF) | Food Instrument Corporation (FIC) |
| and/or (use “and” or “or”) | gage or gauge (be consistent) |
| As Low As Reasonably Achievable (ALARA) | glove box |
| Authorization Basis (replace with “safety basis” where appropriate) | groundwater or ground water (be consistent) |
| AWF tanks | Hanford Site |
| belowgrade | headspace |
| belowground | heat-generating |
| cannot | high-efficiency particulate air (HEPA) filter |
| | high heat |
| clean-out box | high-level/low-level waste |
| clean up (the site) (verb) | lessons learned |
| site cleanup (noun) | man-hours |
| close-out | near-surface |
| contractor-approved | nonmethane |
| cover block | nonnuclear |
| cribs, ditches, and ponds (state in that order) | nonradioactive |
| cross-site | non-routine |
| deenergize | off-normal |
| defense-in-depth | offsite |
| dome space | onsite |
| double-contained receiver tank (dcrt) | out-of-service (when used as a modifier) |
| double-shell tank (dst) | overslow |
| ductwork | overrun |
| effect vs. affect (evaluate each use) | part-time |
| e-mail | radioactive (when referring to material) |
| facility-specific | radiological(when referring to consequences) |
| facility group | rainwater |
| fail-safe | reestablish |

ATTACHMENT E – COMMONLY USED WORDS AND WORD USAGE (cont.)

safety basis

safety class

| | |
|--|---|
| safety significant | <i>Tank Farms Technical Safety Requirements</i> |
| saltcake | (TSR) |
| saltwell | Tank Monitoring and Control System (TMACS) |
| shut down vs. shutdown (evaluate each use) | SST, DST or AWF 241-XX-XXX (be specific) |
| shut off vs. shutoff | technical safety requirements |
| single-shell tank (SST) | time line/time frame |
| site-specific | toxicological (when referring to consequences) |
| sitewide | underrun |
| snowmelt | unreviewed safety question (USQ) |
| start up vs. startup | walkdown, walkthrough |
| State of Washington Department of Ecology (Econogy) | water gauge or water gage (be consistent) |
| steady-state (when used as a modifier for a third word (e.g., steady-state condition) | which vs. that (evaluate each use) |
| surveillances | workscape |
| tank farms (no caps) | X-day, X-hour interval |
| <i>Tank Farms Documented Safety Analysis (DSA)</i> | 241-XX Tank Farm (entire firm) |
| | 100-series tank |
| | 200-series tank |
| | 213-W |
| | 242-A Evaporator |
| | 242-S Evaporator |
| | 242-T Evaporator |

2.0 WORD USAGE

The following list provides guidance on words that most frequently cause problems for writers.

- **a, an**

Use “a” before any word or acronym that begins with a consonant sound. Use “an” before any word or acronym beginning with a vowel sound regardless of whether the beginning letter is a vowel.

Examples: a waste tank; a DCRT; an hour; an SST.

ATTACHMENT E – COMMONLY USED WORDS AND WORD USAGE (cont.)

- **affect, effect**

To affect (verb) means to influence.

To effect (verb) means to bring about, to accomplish.

An effect (noun) is a result.

Examples: Damage could affect the component's ability to perform its safety function.
 It took only an hour to effect repairs.
 Any damage will have an effect on the safety function.

- **and/or**

This term often leads to ambiguity and confusion. Chose either “and” or “or.” If three choices are offered, use the form “X or Y or both.”

- **assure, ensure, insure**

To assure is to remove any doubt (requires a person as an object).

To ensure is to make certain.

To insure is to cover by insurance.

Examples: I assure you (object of the verb) that the program will be implemented.
 The controls ensure safe operation of the facility.
 It is very expensive to insure the building against earthquakes.

- **capable, capacity**

Capable is an adjective denoting having ability.

Capacity is a noun denoting the potential or suitability for holding, storing or accommodating.

Examples: People are capable.
 Things have a capacity.

- **principal, principle**

Principal means the main or chief.

A principle is a truth, law, or assumption.

Examples: Worker safety was the principal criterion used in determining the controls.
 Design of the controls follows basic principles of ergonomics.

ATTACHMENT E – COMMONLY USED WORDS AND WORD USAGE (cont.)

- **that, which**

That is the defining or restrictive pronoun and is not preceded by a comma.

Which is the non-defining or nonrestrictive pronoun and is preceded by a comma.

Examples: The bigger concern is backflow that is uncontrolled.

The bigger concern is backflow, which is uncontrolled.

In the first example, some of the backflow is controlled, but the uncontrolled portion is a concern. In the second example, none of the backflow is controlled.

ATTACHMENT F - ELECTRONIC INFORMATION CITATIONS

This attachment applies when citing numbers from a database (e.g., TWINS) or quoting information from intranet/internet sources. This standard provides the general forms and examples for citing various media types obtained from electronic sources. This standard applies to all employees citing electronic information in documentation. The first callout in text would contain the entire citation. Subsequent references to the same citation would be abbreviated (e.g., (TWINS, 4/23/05)).

1.0 Citing a Specific Number from a Database or Internet Source

The general form for citing a number from a database is:

- Title of Database or Internet Source, Date of Query, [source of numerical value, numerical value, units], <database location including server designation if Hanford Local Area Network (HLAN) or Internet hypertext transfer protocol if on internet>

A specific example of a number citation from an electronic database or source is:

- Tank Waste Information Network System (TWINS), Queried 09/22/00, [Tank 241-A-101, sample number BOGSB4T, Zinc, 7.72 ug/mL, primary reported value], <http://twins.pnl.gov/twins.htm>.

2.0 Citing a Photograph from a Database or Internet Source

The general form for citing a photograph obtained from an electronic database or source is:

- Title of Database or Internet Source, Date of Query, [description of photograph, date of photograph, type of photograph], <database or source location including server designation if HLAN or Internet hypertext transfer protocol if on internet>

A specific example of a photograph citation from an electronic source is:

- Tank Waste Information Network System (TWINS), Queried 05/23/02, [Tank 241-AW-104, waste surface photographic mosaic, 02/02/83, HTCE photographs], <http://twinswhse.pnl.gov/tcr.nsf/8c9a1da5b4e62297882567fd00703e73?OpenView&Start=1&Count=30&Expand=7#7>

3.0 Citing a Document Obtained from a Database or Internet Source

The general form for citing a document obtained from an electronic database or source is:

- Title of Database or Internet Source, Date Obtained, [Document Author, Document Title, Document Date, Document Number, Document Revision Number], <database location including server designation if HLAN or Internet hypertext transfer protocol if Internet>

ATTACHMENT F – ELECTRONIC INFORMATION CITATIONS (cont.)

A specific example of a document citation from an electronic database or source is:

- Tank Waste Information Network System (TWINS), Queried 09/22/00, [Herting, D. L., *Test Plan for Tank 241-AW-101 Dilution Studies*, 03/04/98, HNF-2239, Rev. 0], <http://twins.pnl.gov/documents/documents.asp>.

4.0 Citing a Diagram or Figure from a Database or Internet Source

The general form for citing a diagram or figure from an electronic database or source is:

- Title of Database or Internet Source, Date of Query, [Author of diagram or figure, title of diagram or figure, date diagram or figure prepared, revision number of diagram or figure], <database location including server designation if HLAN or Internet hypertext transfer protocol if Internet>

A specific example of a figure or diagram citation from an electronic database or source is:

- Tank Waste Information Network System (TWINS), Queried 09/22/00, [Mousel, A. P., *241-AW-103 Core Profile*, 05/21/97, final revision], <http://twins.pnl.gov/documents/documents.asp>

5.0 Citing a Complete Data Table from a Database or Internet Source

The general form for citation of a complete data table from an electronic database or source is:

- Title of Database or Internet Source, Date of Query, [Title of table, description of table], <database location including server designation if HLAN or Internet hypertext transfer protocol if on Internet>

A specific example of a complete table citation from an electronic database or source is:

- Tank Waste Information Network System (TWINS), Queried 09/22/00, [Means and Confidence Intervals, contains statistical analysis data for tank content including means and variances], <http://twins.pnl.gov:8001/twins.htm>.

ATTACHMENT G – GUIDELINES FOR EDITORIAL READINESS

Before the document is delivered to LMIT for release/clearance (see Document Release Form (A-6003-881) for submittal instructions), the document should be reviewed for consistency and format. The Quality Review Checklist ([A-6003-824](#)) and the following guidelines can be used for this purpose. As a minimum, the document should be spellchecked both electronically and manually before it is printed, and the contents and the lists of figures and tables should be checked for accuracy against the printed pages. The header on every page should be checked to ensure that the document number and revision number are correct. The footer on every page should be checked to ensure that the page numbering is sequential. The following guidelines may be used to ensure a document is editorially ready for release.

1. General

- Spelling correct?
- Sentences complete?
- Grammar correct?
- Correct font and font size?
- Margins correct?
- Document names in italics?
- References properly called out?
- Line and page breaks in appropriate places?
- Pages properly numbered and all pages present?
- Names used correctly/consistently (e.g., tank numbers preceded by “241-”)?
- Subscripts and superscripts used appropriately?
- Trademarks appropriately identified?
- Document numbers and tank numbers do not split?

2. Widows and Orphans

Widows and orphans are single lines of text that appear at the beginning or end of a column or page when a paragraph is split across two columns or pages. Another type of widow/orphan would be if a unit of measure is separated from its amount, a day is separated from the month, a hyphenated document numbers or identifiers has been separated, callouts for figures, tables, and sections have been separated from their identifying numbers. To ensure such items are not separated, use **Widow/Orphan** control (see Microsoft Word help for instructions). Another option is to use the Control plus Shift keys plus a space or a hyphen to create a “hard space” or “hard hyphen” that prevents division between two words or pieces of words.

3. Tables and Figures

- Appropriately numbered and called out in text?
- Tables follow standard and consistent format (table horizontally centered on page, title centered over table, no acronyms in title, period at the end of title, etc.)?
- Footnotes accounted for and abbreviations defined?
- Do table caption and header rows appear on each page of a multi-page table?
- Does the total number of sheets appear in the caption of a multi-page table?

ATTACHMENT G – GUIDELINES FOR EDITORIAL READINESS (cont.)

3. Acronyms or Abbreviations

- Defined at first use?
- Used consistently?
- Acronyms not at start of a sentence unless preceded by article, such as “the?”

4. References

- All references cited in text, all citations in text listed in references?
- Author and year the same in the text as in the reference?
- Document titles the same in the text and in the references?
- Document name in italics?
- Letter title surrounded by quotes?
- Correct format?
- Correct document/revision number identified?
- Document numbers and tank numbers do not split?

5. Check pagination (page by page) for the entire document.

6. Title Page okay?

7. Check Table of Contents for consistency against the document.

- The title in the contents matches one identified in document?
- No acronyms in titles?
- Page numbers correct?
- All sections, appendixes, tables and figures included?
- Spelling correct?
- Section names and titles conform to standard?

8. List of Tables

- Listed properly in contents page?
- Check titles against those listed in document.

9. List of Figures

- Listed in contents page?
- Check titles against those listed in document.

10. List of Terms

- Called out in document at least once?
- Used in document?
- Complete (check acronyms for where cited)?
- Check text for additional acronyms or terms.
- Add terms not listed to List of Terms.

ATTACHMENT H - PREPARATION AND IDENTIFICATION REQUIREMENTS FOR SCIENTIFIC AND TECHNICAL INFORMATION

(5.1.3)

The TOC is obligated to promote and ensure the availability of scientific and technical information (STI) created or obtained under the contract as a direct and integral part of the work. STI is used to satisfy DOE statutory dissemination requirements, promote scientific advancement, and ensure a fair return on DOE and taxpayer investment.

1.0 General Requirements

The Manager is the TFC STI point of contact for implementation of DOE's STI Program.

Determine appropriate release by reviewing STI generated under the contract, as appropriate, and apply any statutory or program-driven announcement (e.g., legal disclaimer, copyright notice) and/or availability restrictions, including those related to nonproliferation, national security, and export control (e.g., Official Use Only, Export Controlled Information).

Employees shall make available to DOE's Office of Scientific and Technical Information (OSTI) useful STI products (including scientific and technical computer software) resulting from scientific and technical endeavors. Each product (whether sent to OSTI or made available locally) must be in an acceptable electronic format and include an electronic announcement record (as described in DOE G 241.1-1A, "Guide to the Management of Scientific and Technical Information"). Such products include STI funded by DOE; developed under work for others and cooperative research and development agreements (unless specifically excluded in the agreement under which the work is done); and received in the conduct of DOE business, whether unclassified, sensitive, or classified. Registration with OSTI is required for STI products the registration/announcement form is located at <https://www.osti.gov/mlink/241-3.jsp>.

Notify OSTI when making substantive changes to STI previously announced or when permanently removing STI from Web access, to ensure continued availability through OSTI.

Apply the requirements of this attachment to subcontracts at any tier to the extent necessary to ensure compliance with these requirements.

2.0 Identification of STI

Each STI product shall contain mandatory descriptive identification features. These features shall appear on the cover or title page of text or on the face and back of the first image displayed. For text information, the identification features may be obtained through the [Hanford Document Numbering System](#) (HDNS).

Placement on non-text products depends on the physical form of the medium (see paragraph 2.4 of this attachment).

1. Unique Identifier.

- a. Information products shall be assigned an approved unique identifier from the Hanford Document Numbering System (see [HNF-PRO-604](#)).

**ATTACHMENT H – PREPARATION AND IDENTIFICATION REQUIREMENTS FOR
SCIENTIFIC AND TECHNICAL INFORMATION (cont.)**

- b. Non text information products shall be assigned an approved unique identifier and controlled as appropriate for the medium in accordance with [TFC-BSM-IRM_DC-C-01](#), [TFC-BSM-IRM_DC-C-02](#), and [TFC-BSM-IRM_AD-C-05](#).
- 2. Title. The title shall reflect a brief description of the subject matter covered.
 - a. Unique and specific additional information may be included in a subtitle; e.g., quarterly, semiannual, annual, final, topical, progress, thesis, reporting period, volume title.
 - b. The primary title shall be repeated on each product in a series (e.g., volume, part), using the subtitle to identify the specific subject of each volume or part.
 - c. Except for extraordinary circumstances, unclassified titles shall be used.
- 3. Date. The date that each product is issued or created shall be shown. Provide full month, full year, and the basis for the date; e.g., date compiled, date published. The day of the month is optional.
- 4. Credit. The funding source shall be credited. Usually, this is DOE.
 - a. Credit information usually takes the form of a statement concerning the contract number. Use the Washington River Protection Solutions LLC (WRPS) contract number for all prime contract deliverables and crosscutting TOC and integrated Hanford Site information products and for project-specific information products.
 - b. Identify the sponsor or program office name(s) (e.g., Prepared for the U.S. Department of Energy Assistant Secretary for Environmental Management) of all sources of DOE funding.
 - c. If prepared for a federal agency other than DOE, change the “Prepared for....” statement to the specific agency; e.g., U.S. Geological Survey, U.S. Department of Transportation. If an information product contains a federal agency-specific identifier, use the logo supplied from that agency.

3.0 Information Elements

- 1. Abstract.

An abstract is recommended for all STI products. The abstract is used by abstracting services and in databases and catalogs that announce, describe, point to, or contain information products.

Provide a concise (200 words or fewer, as appropriate), accurate standalone abstract of the contents of the information product. Include the subject matter, state the principal objectives and scope, summarize the results, and state the principal conclusions.

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ATTACHMENT H – PREPARATION AND IDENTIFICATION REQUIREMENTS FOR SCIENTIFIC AND TECHNICAL INFORMATION (cont.)

2. Cover and Title Page.

A standard cover page shall be used for text print media. Standard cover and title page templates, with binder spines if desired, are available from Microsoft Word (click on File, New, HNF Covers). The draft version shall be used for review cycles before classification is determined and publication is requested. The final cover and title page shall be used for final review and publication.

- a. The cover page shall be reproduced on 120-g/m² (65-pound) cover stock; blue for the TFC, white or gray for the RL.
- b. When information is issued in a binder, the cover and spine shall be sized to fit the binder and inserted in the outer binder pockets.

3. A standard title page shall be placed as the first page in the information product except where the medium of the information determines that the title page is not feasible. The title page is typically reproduced on the same paper as the text.

- a. When information is issued in a binder, the title page shall be printed on 200-g/m² (110-pound) index white card stock with the disclaimer (see Attachment B) on the back of the title page. This shall be placed as the first page inside the binder.
- b. The title page shall be counted as “i,” but the “i” is not shown on the title page.
- c. When no title page is feasible, the identification elements prescribed in Section 1.0 of this attachment shall be placed on the face of the product.

4. For information products where a cover and title page are not feasible, the identification elements prescribed in Section 1.0 and TFC-BSM-IRM_SE-C-05 shall be placed on the “face” of the product:

- a. Displays. Place information in the lower right corner.
- b. Databases, microforms, audiovisuals, multimedia, video cassettes, magnetic cartridges, magnetic tapes, diskettes, audio cassettes, 16-millimeter film, video disks, CD-ROMs. Place information on first screen, frame, or page.
- c. When the product is packaged, a sheet shall be prepared that is sized to the product to serve as a cover, title page, or face. The sheet shall hold all required information and shall be attached to the face of the product or in the (plastic) product holder so that it is clearly visible.

**ATTACHMENT H – PREPARATION AND IDENTIFICATION REQUIREMENTS FOR
SCIENTIFIC AND TECHNICAL INFORMATION (cont.)**

5. Approval Page.

- To authorize publication of an STI product, approvals may be required by the authoring organization, the TOC, or the DOE.
- If feasible and when requested, an approval page shall be placed in the information product. Otherwise, the approval page shall be submitted with the Information Clearance Review and Release Approval form ([A-6003-508](#)) for placement in the Integrated Document Management System (IDMS), or the approvals shall be recorded on the Information Clearance Form and managed in accordance with [TFC-BSM-IRM_DC-C-03](#).

6. Text.

Microsoft Word shall be used for text print media.

- Text point sizes shall be limited to 10 through 16 in a document. Font shall be limited to Arial or Times New Roman. Exceptions may be made for covers, viewgraphs, posters, exhibits, and special cases. (See [HNF-PRO-9685](#).)
- The decimal-heading format is standard for scientific, technical, engineering, and controlled publications.

7. Metric system.

Metric units are preferred for scientific and technical units of measure. Nevertheless, metric followed by English units (in parentheses) is permitted when English units are more commonly understood and the original measurement acquired was actually in English units (see DOE/RL-94-70).

8. References.

Complete citation and credit shall be provided in a separate reference list for material or ideas contributed by sources other than the author. This requirement also applies to information excerpted from other products and information and images such as figures, tables, and photographs copied from other sources. See TFC-BSM-IRM_DC-C-03.